

TAB

CATEGORY I - ACTION COMPLETED OR IN PROCESS

1. RECOMMENDATION (Page 17 and 18, Para III C.3.c): It is recommended that the Director of Logistics determine specifically what information is needed by the Procurement Division from other offices to prepare an annual procurement program for them at the beginning of each fiscal year, and that the DD/S then arrange for such information to be provided.

STATUS: Action in Process. Information required by the Procurement Division to facilitate adequate advanced planning can be divided into two categories, namely: (1) type of requirements that using activities will be subsequently requisitioning and that will result in procurement actions, and (2) possible sources that might be considered as potential suppliers. The difficulty frequently encountered has been that the Procurement Division did not receive advance notice that a particular type of commodity or service was an Agency requirement. The only notification was the presentation of the actual requisition. If the commodity or service had been previously obtained by the Procurement Division, cleared sources or contacts were generally already available; conversely, when not previously handled by the Procurement Division, time consuming security clearances on potential suppliers were usually required resulting in extensive delay of placing contracts. Insofar as possible, this advance information has been made available by the Supply Division, TSS, and the Office of Communications; however, a satisfactory mechanism has not been developed for other Agency components. On 15 June 1955, the Office of Logistics requested the Office of the Comptroller to provide budgetary information on 07, 08, and 09 monies for Fiscal Year 1956 that would result in procurement actions. When available this information will provide the basis for the Procurement Division to contact allottee components for appropriate additional information.

2. RECOMMENDATION (Page 18 and 19, Para III C.3.f) (Cross Reference: Page 5, Para II 5.a. and b): It is recommended that the Director of Logistics adopt a policy aggressively endeavoring to prevent uncoordinated procurement activities and that Agency procurement regulations be revised to provide that (1) Agency personnel will not make any initial contacts with prospective suppliers or contractors for supplies, equipment or contractual services (other than personal services) without prior coordination with the Logistics Office to determine whether the contractor is on the list of debarred bidders; to request security clearance from the Security Office through the Logistics Office; to ascertain the nature of the Agency's past experience, if any, with the contractor; to discuss classification and sterility requirements and the method of procurement to be used; and to determine the extent to which negotiations should proceed without participation of the Contracting Officer; and (2) Agency personnel violating procurement regulations or otherwise engaging in unauthorized procurement will be subject to disciplinary action, to include pecuniary liability for increased procurement costs caused by their activities. The forthcoming revision of Regulation 50-17, (Coordination of External Research), should conform with the foregoing.

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25X1X8 STATUS: Action in Process. The Procurement Division has prepared a proposed regulation to establish punitive measures for violation of procurement regulations which involve obligation of funds without proper approval. Formal coordination with the Director of Personnel and the General Counsel has already been obtained. [REDACTED]

25X1X8 [REDACTED]

3. RECOMMENDATION (Page 20, Para. III C.4.c) (Page 5, Para. II 3; Page 50 and 51, IV C.5.b): It is recommended that the Chief of Logistics transfer the procurement of over-the-counter sterile purchases to a truly covert mechanism.

25X1A6a STATUS: Action Completed. A covert mechanism for procurement of "over-the-counter" sterile purchases has been developed in the [REDACTED] area by the Office of Logistics. This mechanism is handling a substantial portion of all "over-the-counter" sterile purchases. Additional purchases will be handled in this manner as present staff is increased.

4. RECOMMENDATION (Page 22, Para III C.4.j) (Page 5, Para II 2): It is recommended that the DD/S in cooperation with representatives of DD/P (including TSS) and the Office of Communications study and develop secure procedures for contract procurement of Agency and Government sterile supplies and equipment.

STATUS: Action Completed. Action has been taken by the Procurement Division in cooperation with TSS to review existing contracts and to redetermine those which must be Agency and/or Govern-

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5. RECOMMENDATION (Page 23, Para. III C.5.b.(1)) (Page 6, Para. II 7): When Government sterility is required, the Agency

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quirements.

25X1A11b STATUS: Action Completed. The Procurement Division is now

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6. RECOMMENDATION (Page 26, Para. III D.1.b.(2)) (Page 7, Para. II 17): It is recommended that the Chief of Logistics, in coordination with the DD/P and the Office of Personnel, compile a complete inventory of all Agency field logistics (positions) and present incumbents of such positions and that the DD/P and the Chief of Logistics jointly develop authoritative T/O's for field logistical activities.

STATUS: Action in Process. Inventory of all Agency field logistic positions and incumbents has been prepared by the Personnel and Training Branch of the Administrative Staff, Office of Logistics. Visual card index system is being used to depict this information. The Office of Personnel was formally requested on 5 July 1955 to place the Office of Logistics on a mailing list to receive copies of vital documents necessary to post this visual card index so it can be maintained in a current and accurate status.

7. RECOMMENDATION (Page 28, III D.1.c) (Page 6, II 14): It is recommended that Agency owned and controlled aircraft be accounted for in the same manner as automotive vehicles under Regulation 45-270, which provides that the Chief of Logistics will maintain control records for Agency owned vehicles, except the chief of the major component concerned will maintain records for subsidy and proprietary owned vehicles. Agency controlled aircraft are included in this recommendation because of the policy enunciated in Regulation 45-250 that control will be maintained over "all supplies and equipment in the possession of the Agency."

STATUS: Action in Process. The Air Maritime Division of DD/P and the Supply Division have been jointly working on the problem of establishing adequate control of aircraft and vessels for several months. The Air Maritime Division is compiling a list of this equipment, which, upon completion, will be furnished to the Supply Division for establishing adequate centralized records and control. Compilation of information on aircraft should be completed this month; collection of information on vessels will be somewhat slower as it has been determined that records are not available in headquarters. Joint queries are being sent to the field installations concerning vessels under their control.

8. RECOMMENDATION (Page 30 and 31, III D.2.g): It is recommended that the Chief of Logistics and the Management Staff develop a mechanism to ensure expeditious action to obtain sterile versions of Agency forms for overseas stations.

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STATUS: Action Completed. The Management Staff and the Supply Division have developed a procedure whereby the Management Staff reviews all new regulatory issuances for the appearance of new forms and notifies the Supply Division of proper form and content when such forms are approved. Information on total anticipated requirements for such forms is also being furnished to the Supply Division which will initiate adequate stockage to ensure immediate availability of overseas requirements.

9. RECOMMENDATION (Page 35, IV A.1.c): The ceiling and organization of the Office (Logistics) are based upon a study completed by the Management Improvement Staff on 30 June 1954. That study was approved by the DD/S on 21 July 1954, subject to the immediate elimination of six positions and subsequent elimination of 14 additional positions unless a temporary extension for any of these latter positions is authorized by the DD/S prior to 1 January 1955. Nevertheless, a critical need will continue to exist for these 14 positions until urgently required regulations and handbooks on transportation and supply are issued, and it is recommended that the DD/S temporarily extend these positions through 30 June 1955. With this exception, the total strength authorized by the DD/S is in general adequate for the assigned functions, although as pointed out in the discussion of the components of the Office in paragraphs B through G below, some components have excess personnel whereas others are understaffed.

STATUS: Action Completed. Based on justification submitted authorization was granted to the Office of Logistics to retain the 14 positions referred to in this recommendation until 30 June 1956. A review of the various components of the Office of Logistics has failed to reveal evidence of overstaffing of personnel. As reflected elsewhere in this report, several studies are under consideration that if finally approved will represent an overall increase in personnel for the Office of Logistics.

10. RECOMMENDATION (Pages 36 and 37, IV A.2.b) (Page 8 II 30): It is recommended that at the time senior officials of the Office commence planning and developing sensitive projects, personnel from appropriate divisions be included in order to train and develop their competence to handle future projects themselves.

STATUS: Action Completed. Continued emphasis has been maintained by senior officials in the Office of Logistics on utilizing and developing the abilities of division personnel by funneling more staff work to the divisions.

11. RECOMMENDATION (Page 37, IV A.2.d(1)) (Page 17 II 18): It is recommended that the Chief of Logistics, his senior officials, supervisors, Personnel Officer, and Career Service Board improve the handling of personnel matters.

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STATUS: Action Completed. The Personnel Officer and the Career Management Officer of the Office of Logistics have been making an outstanding contribution in improving the handling of personnel matters and the development of a constructive career management program. Continued emphasis is being exercised by aggressive action designed to improve personnel management at all levels in the Office of Logistics.

12. RECOMMENDATION (Page 37, IV A.2.d.(3)): It is recommended that the Board confine itself to problems of personnel policy and not deal with technical aspects of personnel matters which should be the responsibility of the Personnel Officer.

STATUS: Action Completed. Careful scrutiny is being given all items recommended for consideration by the Logistics Career Board and only those of a policy nature are selected for inclusion on the Agenda.

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STATUS: Action Completed. As indicated in the original report, distribution of the weekly activity reports is now limited to division chiefs and their deputies on a need-to-know basis.

14. RECOMMENDATION (Page 40, IV B.2.d) It is recommended that the formal section organization within the current Projects Branch of the Planning Staff be abolished.

STATUS: Action Completed. The organizational change recommended was authorized by T/O change authorization No. 613, approved 5 May 1955.

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15. RECOMMENDATION (Page 41, IV B.2.h.(1)) (Page 50, IV C.4.g): The furnishing of price and availability information on supplies and equipment to requisitioning offices should be a responsibility of the Procurement and Supply Divisions instead of the Planning Staff, and it is recommended that they assume this responsibility forthwith.

STATUS: Action Completed. Recommendation not implemented. *
A joint review and analysis conducted by the Office of Logistics and the Management Staff has resulted in a decision to change the concurrence shown in the letter of 12 March 1955 to non-concurrence on this recommendation. This decision was based on additional functions performed by the Planning Staff which include product research conducted during the planning stage on development of items new to the Agency and/or government supply system. This function could not logically be performed by either the Supply Division or the Procurement Division.. Needless duplication of effort would result if the price and availability information responsibility was removed from this unit.

16. RECOMMENDATION (Page 41, IV B.2.h.(2)) The Planning Staff operated the graphic facility and the Logistics reference center as conveniences to the entire Office. It is recommended that these service functions be reassigned to the Administrative Staff.

STATUS: Action Completed. Recommendation not implemented. *
While the graphics facility does perform services for other components of the Office of Logistics, as well as other components of the Deputy Director (Support), it has been ascertained that most of its functions are being utilized by the Planning Staff. In view of this factor and the consideration being given to the centralization of all Agency graphics facilities under the Printing Services Division, it would appear more practicable from an administrative standpoint not to transfer these functions to the Administrative Staff at the present time.

17. RECOMMENDATION (Page 41, IV B.2.h.(3)): It is recommended that the activities of the "area coordinators" be phased out gradually.

STATUS: Action Completed. The activities of the "area coordinators" were eliminated on 1 July 1955. This was accomplished by a gradual phasing out program initiated several months ago.

18. RECOMMENDATION (Page 44, IV B.4.c.(1)) (Page 8, II 31.a): It is recommended that the chiefs of components of their units.

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STATUS: Action completed. This recommendation is more a statement of a function already assigned to the chiefs of components

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within the Office of Logistics; however, it has been re-emphasized and such emphasis will be continued in the future.

19. RECOMMENDATION (Page 44, IV B.4.c(2)) (Page 8, II 31.b): It is recommended that the Chief of the Security Staff, under the technical supervision of the Director of Security, be held responsible for advising on matters bearing on the security of the operations of the Office.

STATUS: Action Completed. This recommendation is more a statement of the present function of the Chief of the Security Staff. All members of the Security Staff, as well as chiefs of major components of the Office of Logistics, have been apprised that this function is assigned to the Chief, Security Staff.

20. RECOMMENDATION (Page 44, IV B.4.c.(3)) (Page 8, II 31.c): It is the recommendation that Regulation 45-510 be revised to indicate that the Chief of Logistics and not the Director of Security is responsible for the security of covert procurement.

STATUS: Action in Process. Proposed revision to Regulation 45-510 has been initiated. Action will be completed when formal coordination and publication of the revised regulation have been completed.

21. RECOMMENDATION (Page 44, IV B.4.d) (Page 8, II 31.d): It is recommended that Logistics Office security directives be issued, including those to govern the activities which were transferred to the Logistics Office from the General Services Office.

STATUS: Action Completed. The Security Staff has reviewed Office of Logistics operations to determine what requirements exist for security directives. Action will be taken to publish appropriate directives in conjunction with other Office of Logistics publications. The approach utilized in the past has been to incorporate security considerations in all Office of Logistics Instructions, Regulations, and Notices. Two special publications issued to date are as follows:

1. LI-10-350-1 - Subject: Special Credentials
2. LN-240-100-1 - Subject: Official and Non-Official Cover

Additional publications now in process are:

1. Security Regulations for the Printing Services Division Activities.
2. Classification of Information and Material.
3. Security Indoctrination of New Office of Logistics Employees.
4. Limitations on Outside Activities.
5. Logistics instruction implementing Agency Security Regulations. (Rewrite)

The above list is subject to additions based on requirements as they occur.

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22. RECOMMENDATION (Page 44 and 45, IV B.4.f): The Security Staff does not have a list of all members of the Logistics Office who have been issued CIA identification credentials and/or CIA firearms permits. It is recommended that such centralized records be maintained and reviewed and ensure that a need still exists for the use of each of the credentials.

STATUS: Action Completed. Logistics Instruction 10-350-1, dated 5 April 1955, was issued setting forth the responsibilities and procedures for obtaining special credentials and provides for the establishment and maintenance of a centralized record of all special credentials issued to Office of Logistics personnel. A continual review will be maintained by the Security Staff to ensure that a need exists for each of the credentials.

23. RECOMMENDATION (Page 46, IV C.1.d): It is recommended that the opinions and recommendation of Branch and Section Chiefs be given greater weight, and that these individuals be kept better informed on proposed assignment of employees.

STATUS: Action Completed. It is understood that this recommendation concerns itself primarily with the assignment of employees. It is standard practice in the Office of Logistics to consult and consider the opinions of Branch and Section Chiefs in regard to assignment of personnel.

24. RECOMMENDATION (Page 46, IV C.1.d): It is recommended that the Procurement Division develop a career program for its women employees which will reduce the adverse effect of this limitation on their career opportunities.

STATUS: Action Completed. A staff study has been completed on the development of a career program for women employees not only in the Procurement Division but throughout the Office of Logistics. It is felt that the career program now being conducted for the women employees of the Procurement Division is comparable with the career program being conducted for all other women employees of the Office of Logistics.

25. RECOMMENDATION (Page 46, IV C.1.e): The Logistics Office has requested that the position of Chief, Procurement Division be a GS-16. The grade of this position was not evaluated in the Classification Survey. This grade should not be authorized until such time as the Chief, Procurement Division fully performs two important assigned duties which are: (1) Reviewing and providing technical advice to field procurement, and (2) developing sources and methods of covert procurement.

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STATUS: Action in Process. Considerable progress has been made by the Chief, Procurement Division in implementing procedure for (1) reviewing and providing technical advice on field procurement and (2) developing sources and methods of covert procurement. As soon as these responsibilities have been satisfactorily discharged, a review will be initiated to reclassify the position of the Chief, Procurement Division as a GS-16.

26. RECOMMENDATION (Page 48, IV C.3.e): It is recommended that the Deputy Chief, Contract Branch be given greater authority to handle administrative matters; or be the Reviewing Officer for contracts which must be approved by the Division Chief; or be Contracting Officer on contracts not exceeding \$25,000 in value.

STATUS: Action in Process. A proposed revision of a Delegation of Procurement Authority, which includes contractual authority for the Deputy Chief, Contract Branch up to \$25,000, is in the process of publication.

27. RECOMMENDATION (Page 48, IV C.3.e): An important phase of contract administration is to maintain records on Government equipment furnished to a contractor. Until May 1954, essentially no records were maintained on such equipment. Equipment could be issued without review by the Contracting Officer to ascertain whether the equipment was authorized by the contract. The Supply Division now forwards the Contracting Officer requisitions for equipment requested for shipment to a contractor. However, the Contract Branch has not endeavored to determine if equipment in the possession of Communications and TSS is now being furnished direct to contractors nor what equipment their components may have previously requisitioned for contractors under existing contracts. It is recommended that the Chief, Procurement Division make the foregoing determinations. Depending upon the outcome, an Agency notice should be issued stating that Government equipment will not be furnished to contractors without approval by the Contracting Officer.

STATUS: Action in Process. Action has been initiated by the Procurement Division to rectify this problem by memorandums sent to TSS, Commo and the Supply Division. This problem is covered in the Procurement Division Handbook which is in the process of informal coordination. Complete implementation of this recommendation is contingent upon the availability of personnel to supervise the control of Government-furnished property to contractors. This additional personnel requirement is now under review by the Management Staff.

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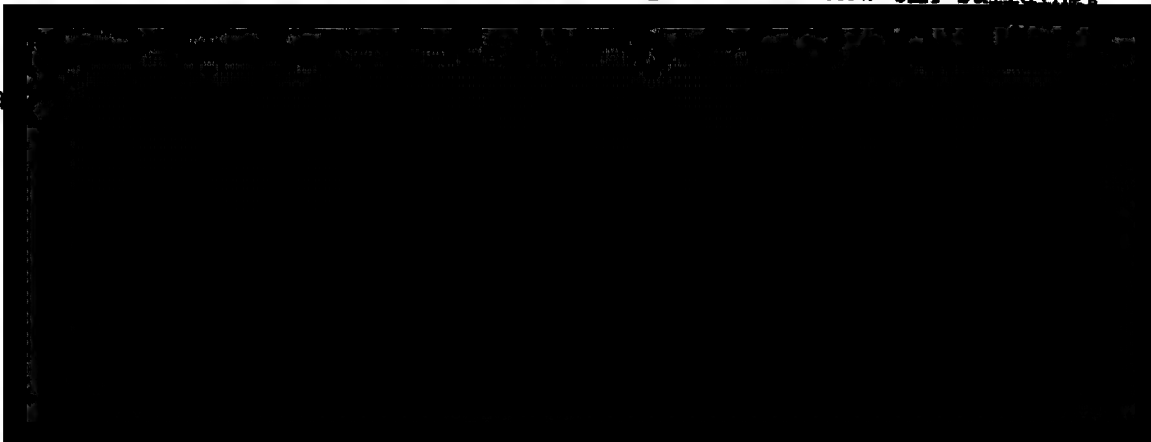


29. RECOMMENDATION (Page 52, IV C.1.e): Since May 1953, the individual who has performed the duties of the Chief of the Supply Operations Branch (and its predecessor, the Supply Control Staff) has been assigned to the position of Chief of the Stock Management Section and there is nothing in the official record in the Personnel Office to show that he has been performing the duties of a Branch Chief. It is recommended that the Chief, Supply Division forward a memorandum to the Personnel Office pointing out the duties which have actually been performed.

STATUS: Action Completed. A memorandum was forwarded to the Office of Personnel reflecting the duties actually being performed by the individual concerned. Subsequently, this individual has been appointed as Chief, Supply Operations Branch.

30. RECOMMENDATION (Page 56, IV D.4.d): It is recommended that any building to be constructed for Headquarters contain facilities for either incineration or pulping of classified trash.

STATUS: Action Completed. Pulping of classified trash is being included in the construction plans of a new CIA building.



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STATUS: Action in Process. A detailed study was made in the Supply Division of the present and anticipated workload requirements of the [REDACTED] and is now being evaluated in terms of manhour and skill requirements for determination of proposed strength and grades. It is anticipated that within the next month this completed study will be forwarded to the Management Staff for final evaluation and recommended action.

33. RECOMMENDATION (Page 58, IV D.7.b): There is evidence that the personnel ceiling of the Depot was not determined on the basis of thorough analysis of the workload. It is recommended that the Chief of Logistics have such an analysis made in order to arrive at a valid determination of the adequacy of the authorized personnel strength.

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STATUS: Action in Process. A detailed study has been made of the operations and workload of the [REDACTED] and the required ceiling strength has been determined as a result of the data developed. No request for increase in strength is contemplated at this time. The internal organizational structure of the Depot is being realigned to increase operational efficiency and to clarify lines of authority and responsibility. The completed study including explanatory charts and job descriptions will be forwarded to the Management Staff in the near future.

34. RECOMMENDATION (Page 58, IV D.7.c): It is recommended that the Chief of the Supply Division clarify the conditions under which depot personnel are to be permitted to work overtime.

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STATUS: Action Completed. The Chief, W [REDACTED] has been briefed by the Acting Chief, Supply Division, as to the policy of the Office of Logistics concerning overtime for personnel.

35. RECOMMENDATION (Page 58, IV D.7.d.): It is recommended that requisitioning offices indicate on their requisitions if actual use of the item is contingent upon the availability of space, and the Supply and Procurement Divisions coordinate all such requisitions with the Real Estate and Construction Division.

STATUS: Action Completed. Requisitions for equipment and supplies for new installations which indicate "Hold for future shipping instructions" are being coordinated with the requisitioning element to determine an estimated date for effecting shipment. Supply and/or procurement actions are being scheduled by this estimated date. Distribution or redistribution of Agency stocks (bulk shipments) to field depots or stations is coordinated with the installation concerned to ensure availability of space prior to effecting shipment.

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36. RECOMMENDATION (Page 58, IV D.7.e): It is recommended that the Supply Division pick up all storage items on Agency stock records after 30 days, as controlled items for issue with the approval of the Division for which they were procured.

STATUS: Action Completed. The monthly reports of cargoes awaiting shipment from domestic depots are being analyzed by the Stock Control Section, Supply Division. All cargoes packed and ready for shipment in excess of 60 days are being referred to the requisitioning activity requesting authority to effect shipment or cancel shipment and return items to stock.

37. RECOMMENDATION (Page 58, IV D.7.f): The Depot is authorized a GS-9 Security and Safety Officer. The Chief of the Depot has requested that this position be eliminated on the basis that, as Depot Chief, he is responsible for maintaining security. He proposes to delegate the duties of the Security Officer to his Deputy and the duties of the Safety Officer to the Chief of the Maintenance Section. This survey reveals that there is no need for assigning a full-time Security Officer to the [REDACTED]. It is recommended that the proposal of the Depot Chief be approved.

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STATUS: Action in Process. Action is being withheld until proposed major realignment of the [REDACTED] personnel functions and organizational strength, as discussed under item No. 33, has been submitted to the Management Staff and final approval given.

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38. RECOMMENDATION (Page 59, IV D.8.b): Prospective GSA employees fill out a CIA Security Form No. 38-1 although "CIA" does not appear on the form. It is recommended that a sterile security form be used and not one that bears a form number identifiable with CIA.

STATUS: Action Completed. This problem, which was previously submitted to the Office of Security in March 1954, has been re-evaluated by the Director of Security who determined that [REDACTED] should be substituted as soon as possible in lieu of CIA Form 38-1. This substitution of forms has been initiated at the [REDACTED] Depots. [REDACTED] is Agency sterile and [REDACTED] not identifiable with CIA.

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39. RECOMMENDATION (Page 59, IV D.8.d): It is recommended that both of the Depot Chiefs execute Deeds of Trust covering the bank accounts in which these funds are deposited.

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STATUS: Action Completed. "Declarations of Trust" have been executed by the Chiefs, [REDACTED] Depot in accordance with R-30-350 and furnished to the Finance Division.

40. RECOMMENDATION (Page 59, IV D.8.d): It is recommended that the records of both (revolving) funds be reviewed by the Chief, Supply Division to ascertain that the amount kept on hand does not exceed the average amount required at any one time.

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STATUS: Action Completed. The records of revolving funds at the [REDACTED] Depots have been reviewed by the Supply Division. The Chiefs of these respective depots have been advised at the recent Headquarters conference that they are not to keep an amount of cash on hand in excess of the average amount required at any one time--normally \$300. This instruction has been re-affirmed in writing.

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41. RECOMMENDATION (Page 59, IV D.8.e): It is recommended that the Chief of the [REDACTED] Depot discontinue his practice of maintaining informal stock control records.

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STATUS: Action Completed. The Chief of the [REDACTED] Depot has been instructed by the Supply Division to discontinue his practice of maintaining informal stock control records.

42. RECOMMENDATION (Page 62, IV E.1.c): Units of the Transportation Division are dispersed in five different locations which handicaps proper supervision.

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STATUS: Action in Process. Consolidation of the location of Office of Logistics components, including the Transportation Division, will be effected insofar as possible when space in [REDACTED] is made available as a result of the TSS move from [REDACTED] currently scheduled for August 1955.

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43. RECOMMENDATION (Page 63, IV E.2.a): It is recommended that the Administrative Staff of the Transportation Division be abolished and replaced by a two-position message center and a GS-7 Personnel and Training Assistant reporting to the Division Executive Officer.

STATUS: Action in Process. This recommendation is still under study. Final action is being withheld pending solution to a number of related organizational problems. It is anticipated that this study cannot be completed before 1 September 1955.

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44. RECOMMENDATION (Page 63, IV E.3.a): It is recommended that extension of four of the Planning and Control Staff's five positions, which were to be eliminated by 1 January 1955 unless temporary extension was authorized, be authorized by the DD/S through 30 June 1955 for completion of urgently needed transportation regulations.

STATUS: Action Completed. On 22 June 1955, approval was given to extend the retention of these positions until 30 June 1956.

45. RECOMMENDATION (Pages 63 and 64, IV E.3.c) (Page 8, II 33): It is recommended that a transportation officer be sent on TDY to each field station which has over ten vehicles to develop an initial TVA with the Chief of Station and to obtain sufficient supporting data for intelligent review of the TVA at Headquarters.

STATUS: Action Completed. The Chief and Deputy Chief of the Transportation Division are currently making a TDY field trip for the purpose of accelerating the development and establishment of firm TVA's at all stations throughout the world having ten or more vehicles.

46. RECOMMENDATION (Page 65, IV E.5.d): It is recommended that the Branch Chief (Cargo) be more forthright in dealing with certain requests levied on him by Branch personnel. While certain personnel requests cannot be granted for valid reasons, the individuals are at least entitled to reasoned answers.

STATUS: Action Completed. Required corrective action has been initiated on this recommendation.

47. RECOMMENDATION (Page 66, IV E.5.e): It is recommended that the Transportation Division and the Comptroller's Office prepare studies to provide a basis for future budget requests for funds for transportation of things.

STATUS: Action in Process. The Office of Logistics submitted a memorandum to the Comptroller on 6 April 1955 requesting comments on this recommendation. To date no reply has been received. It is anticipated that the maintenance of the allotment control record by the Budget Officer, Office of Logistics, as prescribed by Handbook No. 30-110-1, "Covert Allotment Control Procedure - Transportation of Things," dated 22 June 1955, will provide a portion of the basic information for the development of this study.

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48. RECOMMENDATION (Page 67, IV E.6.c): It is recommended that the Office of Personnel reclassify the position of the Chief of the Highway Branch as a GS-13.

STATUS: Action Completed. Recommendation not implemented. *
The Office of Personnel advised the Office of Logistics on 4 April 1955 that as a result of an analysis of this position it was their opinion that the position was correctly classified at the GS-12 level. No additional action is contemplated by the Office of Logistics at this time.

49. RECOMMENDATION (Page 56, IV E.3.d): It is recommended that the heads of major components ensure compliance with this directive (CIA Notice 45-1530-1, paragraph 3b (2)).

STATUS: Action Completed. As indicated in the original report, heads of major components were notified by letter from the Deputy Director (Support) on 18 January 1955, subject, "Use of Chauffeur-Driven Cars," requesting complete compliance to the provisions of N 45-1530-1.

50. RECOMMENDATION (Page 68, IV E.6.g): It is recommended that all general duty chauffeur positions be raised to CPC-4 and assigned chauffeur positions be raised to CPC-5.

STATUS: Action Completed. On 28 March 1955, the Classification and Wage Division completed a classified survey of the chauffeur positions in the Transportation Division. As a result of this survey and in accordance with recent legislation, as well as in coordination with the recent Federal pay increase, the chauffeur positions were reclassified from a CPC status to appropriate Wage Board grades effective 3 July 1955.

51. RECOMMENDATION (Page 68, IV E.6.h): It is recommended that a roster of senior members of the Highway Branch be established to provide a greater amount of "spot" (unscheduled) supervision of chauffeurs at night and on weekends.

STATUS: Action Completed. As indicated in the original report, this recommendation is already in effect.

52. RECOMMENDATION (Page 70, IV F.2.c): It is recommended that this Division (Real Estate and Construction) with its technical competence and experience be the primary unit in Logistics responsible for planning to meet CIA's space requirements and for challenging individual requirements until satisfied that they accurately represent true needs.

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STATUS: Action Completed. Technical competence and experience of the Real Estate and Construction Division are being used for planning of CIA space requirements. Real Estate and Construction regulations, series 45-1000 through 45-1499, have clarified the responsibilities of various Agency components relative to real estate and construction requirements.

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53. RECOMMENDATION (Page 71, IV F.2.h): The Agency is currently maintaining [REDACTED] properties in the Far East. These facilities are sufficient to require the services in the area of an experienced realty officer and it is recommended that one be assigned to that area to supervise the negotiations for and administration of these properties.

STATUS: Action in Process. A letter has been forwarded to the Deputy Director (Plans) requesting that action be taken to establish a T/O slot for a realty officer to be physically located in [REDACTED] but attached to the SUPMI Logistics Staff. The Far East Division, Deputy Director (Plans) has initiated a request for approval of a T/O slot. 25X1A6a

54. RECOMMENDATION (Page 71, IV F.2.i): It is recommended that this Division (Real Estate and Construction) in cooperation with the Logistics Career Service Board and the Office of Personnel develop a CIA Real Estate and Construction Career which will attract and hold competent civilian architect-engineers.

STATUS: Action Completed. The Administrative Staff and the Real Estate and Construction Division of the Office of Logistics have jointly studied problems involved. This study has revealed that (a) existing Agency and Office of Logistics career management policies and practices provide for the existence of an adequate career management program for all employees of the Office of Logistics including architect-engineers; (b) all organizational components concerned with career management are now fully aware of their responsibilities and are daily endeavoring to accomplish such in an adequate manner; and (c) grades assigned to architect-engineer positions of the Office of Logistics are sufficient to attract and hold competent civilian architect-engineers.

55. RECOMMENDATION (Page 72, IV F.3.b): It is recommended that this Branch's (Safehouse) experience be made available to operators of domestic proprietary and subsidy safehouses. Subsequently, the possibility of making this Branch responsible for at least maintaining an inventory of overseas safehouses should be considered.

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STATUS: Action Completed. A letter was forwarded to the Deputy Director (Plans) on 27 May 1955 outlining the experience of the [redacted] and requesting that proprietary case officers be advised that this experience is available for handling of proprietary real property. A meeting was held with the Commercial Division and the Project Administrative Planning Staff ^{25X1A} on this subject and an agreement reached that the experience of the [redacted] would be used in the acquisition and disposal of proprietary real property. This subject was brought to the attention of all DD/P Logistics Officers at their monthly meeting on 6 July 1955.

56. RECOMMENDATION (Page 72, IV F.4.d): Agency employees are placing an average of 125,000 personal telephone calls per month. The monthly cost to the Agency averages \$5,000. It is recommended that all supervisors assist the Telephone Section in its campaign to reduce this gross misuse.

STATUS: Action Completed. This problem has been brought to the attention of major Agency components on a personal basis. A request was made that employees be instructed personal telephone calls are not to be made on the Agency lines. If satisfactory progress is not accomplished on this basis it is planned to initiate a survey with a view toward restricting outside phones to GS-9 and above.

57. RECOMMENDATION (Page 74, IV G.2.b.(1)): An informal IG study of the "graphics" section has been made available to the Agency's Printing Advisor. It is recommended that he develop recommendations on the centralization of those sections under the Printing and Reproduction Division.

STATUS: Action in Process. The Printing Services Division is currently studying this problem and expects to submit a finalized proposal in the near future.

58. RECOMMENDATION (Page 74, IV G.2.b.(2)): It is recommended that the Agency's Printing Advisor continue to represent CIA in this survey (a Government-wide survey of classified printing problems) and at the opportune time pursue transfer of this plant to CIA.

STATUS: Action Completed. The Acting Chief of the Printing Services Division, formerly the Agency's Printing Advisor, will continue to represent the CIA in the Government-wide survey of classified printing problems. When or if it is deemed in the best interest of the Agency, the Office of Logistics will initiate action for the transfer of the GPO-State Service plant to CIA.

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59. RECOMMENDATION (Page 77, IV G.4.b.(1), (2), (3)): It is recommended that (1) Supervisors take time, even at some expense of work production, to listen to and deal with individual employee problems, including those of a semi-personal nature, which disturb the employee's work; (2) The Logistics Office Personnel Branch must extend its services to this Division and overcome a natural tendency to leave the Division to its own resources; and (3) The Logistics Office consider establishing an administrative assistant for personnel purposes within this Division and located at the [REDACTED] Plant.

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STATUS: Action Completed. Actions taken on various phases of the above recommendations are (1) Through the medium of on-the-job and off-the-job training, supervisors of the Printing Services Division are being given training of a nature designed to create within them a keen awareness of their responsibilities in the field of human relations; (2) During the past five months, personnel of the Logistics Personnel Office and the Printing Services Division have been working closely together and attention is being directed to preclude a similar criticism being made in the future; and (3) Thorough consideration has been given this recommendation by key personnel of the Office of Logistics and Printing Services Division and a decision has been reached that a need for the establishment of such a position does not exist.

60. RECOMMENDATION (Page 16, III C.2.d.(5)) (Page 6, II 6): Initiation of the procurement action reports should not await issuance of an Agency Procurement Handbook. However, the Chief of Logistics should carefully review the forthcoming Supply Handbooks, AFHB 45-450-1 and 45-450-2, to determine whether the reporting requirements therein are adequate for procurement recording and review purposes before initiating separate procurement reports.

STATUS: Action in Process. It has been determined that reports required in Supply Handbooks, FHB 45-450-1 and FHB 45-450-2, are not adequate for reviewing field procurement actions. A proposed revision to FR 45-500 to include field reporting on procurement actions has been initiated. Trial basis reports have been submitted by the [REDACTED] covering all procurement actions. Requests have also been made for reports to be submitted on the same basis by the [REDACTED] and the [REDACTED]

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61. RECOMMENDATION (Page 16, III C.2.d.(6)): It is recommended that members of the Procurement Division be used for inspection of procurement activities outside the Logistics Office.

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STATUS: Action Completed. Members of the Procurement Division will be used for inspection of procurement activities outside the Office of Logistics and, in addition, members of the Procurement Division will be included in future technical review field trips performed by representatives of the Office of Logistics.

62. RECOMMENDATION (Page 28, III D.1.d) (Page 6, II 15): It is recommended that the Senior Representative, [REDACTED] be directed to obtain and forward to Headquarters Declaration of Trust on all quasi-personal vehicles at the [REDACTED] 25X1A6a 25X1A6a

25X1A6a STATUS: Action in Process. A dispatch has been sent to the [REDACTED] requesting Declarations of Trust on all quasi-personnel vehicles at the [REDACTED] be forwarded immediately to Headquarters. In instances where Declarations of Trust are not available due to the vehicle being assigned to indigenous personnel, the Senior Representative, [REDACTED] was requested to make a certification to this effect. Two "follow-up" dispatches have been initiated but a reply has not been received from the field. 25X1A6a 25X1A6a

25X1A6a 63. RECOMMENDATION (Page 45, IV B.4.h): It is recommended that "Top Secret" waste at the [REDACTED] Plant be shredded in the Plant's shredding machine before being transported to the "M" Building incinerator.

25X1A6a STATUS: Action Completed. A digester-pulper machine has been installed at the [REDACTED] Plant and is now in operation. For that reason, it is no longer necessary to utilize the "M" Building incinerator for disposal of classified waste.

64. RECOMMENDATION (Page 59, IV D.8.c): At both Depots, the secretary to the Depot Chief is a GSA employee, although fully witting of the nature of the Agency's connection with the Depot. It is recommended that these positions be converted to Agency positions in order to secure greater control over the incumbents.

25X1A6a STATUS: Action Completed. Recommendation not implemented. * This problem has been thoroughly investigated by the Supply Division and the Security Staff in conjunction with the Chiefs of the [REDACTED] Depots. The secretaries have extensive contacts of a business nature with the GSA Regional Offices regarding personnel, payroll, and similar matters. The security control over these secretaries, who are entirely witting, is as strong as if they were actually Agency employees, and, in event of a security violation, prosecution could more 25X1A6a

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effectively be handled through GSA. In view of the many factors involved, it is considered in the best interest of the Agency not to implement this recommendation.

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66. RECOMMENDATION (Page 65, IV E.4.d): This function (to arrange for chartered bus service) is misassigned to the Passenger Movement Branch and it is recommended that it be transferred to the Highway Branch which furnishes other transportation for Headquarters.

STATUS: Action Completed. Effective 28 February 1955, this organizational change was made and the functions of arranging for chartered bus service was transferred to the Highway Branch.

67. RECOMMENDATION (Page 66, IV E.5.f): It is recommended that the Cargo Branch develop other means for making Government sterile cargo shipments.

STATUS: Action Completed. The problem of making Government sterile shipments is continuously under study and additional arrangements for making Government sterile shipments, such as are now in effect with [REDACTED]

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[REDACTED], will be made as appropriate.

68. RECOMMENDATION (Page 75, IV G.3.a) (Page 7, II 26): It is recommended that the DD/P establish an officer with printing responsibilities comparable to those of the DD/I so that the printing and reproduction problems of the five staffs and eight divisions reporting to the DD/P can benefit from DD/P-level coordination and so that the burdens of the Printing and Reproduction Division can be minimized.

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STATUS: Action in Process. A memorandum was forwarded to the Deputy Director (Plans). Action taken by the Deputy Director (Plans) was to initiate a CS notice prescribing appropriate procedures for review and clearance of printing requisitions. This notice will establish better control than now exists and is satisfactory with the Printing Services Division. Publication of this notice will conclude action contemplated at this time.

69. RECOMMENDATION (Page 36, IV A.1.e) (Page 7, II 27): It is recommended that the Security Staff become a branch of the Administrative Staff.

STATUS: Action in Process. A letter dated 28 March 1955 was forwarded to the Chief, Management Staff requesting that re-assignment of the Security Staff to the Administrative Staff be approved. In accordance with a request from the Management Staff, additional information was submitted on 3 June 1955. A final decision has not been received as of this date.

70. RECOMMENDATION (Page 37, IV A.2.d) (2) (Page 7, II 20): It is recommended that the Logistics Career Service Board be headed by a senior official of the Logistics Office with a Logistics Career designation.

STATUS: Action Completed. 25X1A9a
Deputy Director of Logistics, was appointed Chairman of the Office of Logistics Career Service Board vice [REDACTED], per Logistics Notice 20-190-33, dated 28 April 1955.

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